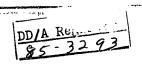
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SEP 20 1985

MEMORANDUM FOR:	Deputy Director of Cer	tral Intelligence
VIA:	Executive Director Deputy Director for Ad	lministration
FROM:	Robert W. Magee Director of Personnel	
SUBJECT:	Senior Intelligence Se Directorate of Adminis	ervice Positions stration
l. Action F Office of Inform SIS-1/2 to SIS-0	nation Technology (OIT)	al to upgrade two positions in the Directorate of Administration, from
of the Office of of the positions Systems Group. positions warrar rationale for the memorandum. This	Personnel recently control of Chief, Systems Eng Based upon these review That upgrading from the States determinations is	gement and Compensation Division (PMCD) mpleted position classification reviews ineering Group and Chief, Processing ws, PMCD has determined that both IS-1/2 to the SIS-03 level. The provided in the attachment to this ge the current SIS position allocation
3. Recommer actions:	ndation: It is recomme	nded that you approve the following
a. Upg of Info	rade the position of Ch rmation Technology, fro	ief, Systems Engineering Group, Office m SIS-1/2 to SIS-03.
	() Approve	() Disapprove
b. Upg Informa	rade the position of Ch tion Technology, from S	ief, Processing Systems Group, Office of IS-1/2 to SIS-03.
	() Approve	() Disapprove
		Robert W. Magee

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Attachment

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Robert W. Magee

Approved For Release 2009/09/14 : CIA-RDP87M00539R002504150005-7 **SECRET**

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	SUBJECT:	Senior Intelligence Service Position Directorate of Administration	าร
	CONCUR:		
	Higned	à:	24 SEP 1985
	•	or for Administration	Date
	Executive Dire	ector	Date
25X1	APPROVED: Deputy prect	or or central interligence	0 1 OCT 1985 Date
25X1		DABranc (16Sep85) 1 - Addressee w/attachment (Original t 1 - Ex Registry (w/attachment) 1 - DDA (w/attachment) 1 - D/OP (w/attachment) 2 - PA&E (w/attachment) 3 - PMCD (w/attachment)	o be returned to D/OP)

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Chief, Systems Engineering Group, Office of Information Technology, Directorate of Administration

This position serves as Chief, Systems Engineering Group (SEG), one of
eight operating groups within the Office of Information Technology (OIT). The
position's incumbent is responsible for planning, managing, directing, and
coordinating all Group activities and resources. Group activities are carried
out by employees of the three divisions who stafffull-time professional.
technical, and clerical positions. This work force is supplemented by
contractor personnel. SEG is responsible for providing operating systems,
data base management systems, and other systems software for OIT computer
complexes which support OIT, Agency, and Intelligence Community applications.
Systems Analysts and Systems Programmers predominate in SEG; they are
considered technical experts in the area of computer software and act as
consultants to other programmers in OIT and throughout the Agency.

Chief, SEG, functions as a manager, technical leader/consultant, and operating systems designer. As a manager, the individual oversees and ensures the implementation and enhancement of all operating system software for five large computer complexes which have large and various peripheral equipment. Additionally, the individual acts as lead consultant on the design, development, and testing of information handling systems in support of critical on-line activities of Agency-wide importance, and proposes future initiatives and policy for the Office. In behalf of the Director, OIT, the incumbent consults with senior officials and components on matters pertaining to systems software, computer security, communications, minicomputers, and/or future computer architecture.

In order to discharge the duties of this position, the incumbent is required to have expert knowledge of the concepts and conventions of systems programming (i.e., systems architecture and design, software practice, operating and data base system fundamentals, and time sharing principles); extensive knowledge of the design and internal workings of terminals, with emphasis on those used by the Agency; and extensive knowledge of hardware and software systems provided by major computer vendors.

Evaluation of this position addressed three important factors: (1) managerial responsibilities over a work force where the base level of substantive work has been determined to be at the GS-14 level, (2) the breadth and complexity of assignments, and (3) the impact and criticality of Group programs and activities. The size, composition, and grade levels of the work force weigh most heavily and are sufficient to conclude that the managerial responsibilities of this position exceed the current SIS-1/2 level. The strength of the other factors further support this conclusion. Comparisons against other group chief positions in OIT revealed that subject position equates to those established at the SIS-03 level in terms of level of managerial responsibilities, complexity of assignments, and scope of program activities. Accordingly, it is recommended that this position be allocated at the SIS-03 level.

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Chief, Processing Systems Group, Office of Information Technology, Directorate of Administration

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This position serves as Chief, Processing Systems Group (PSG). The Group is comprised of three divisions and staffed with professional, technical, and clerical personnel and contractor personnel. PSG is responsible for the design, development, acquisition, installation, operation, and maintenance of the equipment and computer centers used by all Office of Information Technology (OIT) systems, including the Secure Analyst File Environment (SAFE) and COMIREX Automated Management Systems (CAMS) projects. The Group also has responsibility for identifying, acquiring, and integrating new technology to satisfy data processing and data communications requirements. PSG programs support the requirements of OIT, the Agency, and other members of the Intelligence Community.
As Chief, PSG, the incumbent is responsible for planning, managing, and directing resources to ensure adequate ADP support. Specific responsibilities include providing new data processing and data communications equipment, maintaining hardware, ensuring the efficient and effective management of five data centers, and evaluating computer performance to achieve maximum computer system availability goals. Additional data processing activities include providing general management for Wang and other word processing support for the Agency, providing support to the New Building Project Office to assure that associated data communications projects integrate with the new building architecture, managing the construction and design of the new computer facility, and managing programs for the replacement of the terminal with a new work station that will satisfy the need to integrate data processing and word processing functions. It is the incumbent's responsibility to approve new projects, to periodically review the progress of on-going initiatives, and to obtain adequate resources to support these projects.
This position requires extensive knowledge and experience in the fields of computer science and electrical engineering. It also requires experience in the development of large, complex data processing and data communications systems as well as knowledge of computer center operations and management. A fundamental understanding of the Agency's missions, functions, and objectives and a detailed knowledge of the Agency's ADP policy, budget, and procurement methods are essential.
Evaluation of this position addressed the level and type of management responsibilities, knowledge required, scope and effect of the work, and complexity of assignments. In these areas, the position equates fully to other group chief positions in OIT which are graded at the SIS-03 level. Accordingly, it is recommended that this position be allocated at the SIS-03 level.